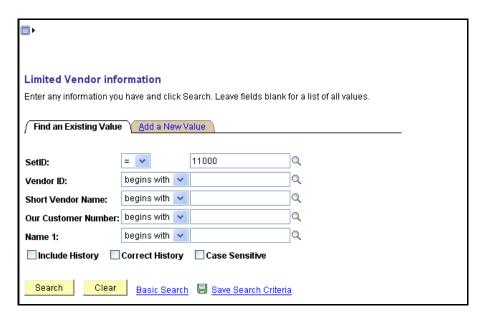
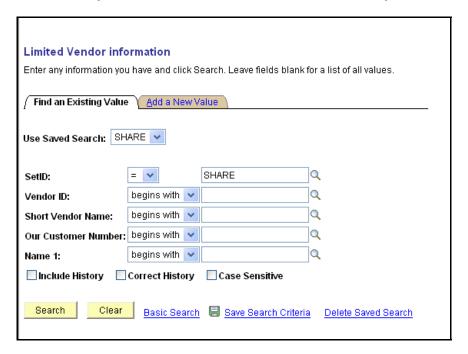
## **Limited Vendor Inquiry**

Navigation: ND Utilities & Interfaces>ND State Applications>Procurement & Vendors>Vendor Information



Change the 'SetID' from your business unit to 'Share', if necessary – see below.



On that screen you can search by Name 1, the short name, or the vendor number if you have it. If you need help searching for vendors, go to this web page <a href="http://www.nd.gov/spo/connectnd/manual/index-2.html">http://www.nd.gov/spo/connectnd/manual/index-2.html</a> and look at the section titled "How to search for vendors in voucher or PO".

Click 'Search' after you have entered one of the fields:

## **Limited Vendor Information** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value SetID: SHARE Q Vendor ID: Q begins with Short Vendor Name: begins with Q STATE Name 1: Q begins with Case Sensitive Clear Search Basic Search Basic Search Criteria Search Results View All First 1-100 of 151 Last SetID Vendor ID Short Vendor Name Name 1 SHARE 0000044414 STATE & IN-001 STATE & INTERSTATE WATER POLLUTION SHARE 0000038103 STATE & LO-001 LOCAL GOVERNMENT BENEFITS ASSN, STATE & SHARE 0000043892 STATE & TE-002 STATE & TERRITORIAL PUB HLTH NUTRI DIRS SHARE 0000042942 STATE ARCH-001 ARCHIVISTS, COUNCIL OF STATE SHARE 0000045783 STATE AUDI-001 STATE AUDITORS CO, NATL ASSN OF SHARE 0000043550 STATE AUDT-001 STATE AUDTRS CMPTLRS & TRES, NATL ASSN OF SHARE 0000077815 STATE AUTO-001 AUTOMOBILE MUTUAL INSURANCE CO, STATE SHARE 0000015627 STATE BANK-001 BANK & TRUST OF FARGO, STATE SHARE 0000024098 STATE BANK-002 BANK OF HAWLEY, STATE SHARE 0000024773 STATE BANK-003 BANK OF MOORHEAD, STATE SHARE 0000029715 STATE BANK-005 BANK OF BOTTINEAU, STATE SHARE 0000051807 STATE BANK-006 STATE BANK OF BOTTINEAU INSURANCE AGENCY SHARE 0000077200 STATE BANK-007 BANK AND TRUST OF MOORHEAD, STATE SHARE 0000005727 STATE CHEM-001 CHEMICAL MANUFACTURING CO, STATE SHARE 0000015076 STATE CHEM-002 STATE CHEMICAL MFG CO, THE SHARE 0000084327 STATE CLAI-001 CLAIMS SEMINAR, ND STATE SHARE 0000029955 STATE COMP-001 COMPENSATION INSURANCE FUND, STATE SHARE 0000040992 STATE FAIR-001 FAIR PARADE,ND STATE SHARE 0000038715 STATE FAIR-002 STATE FAIR ASSN,ND SHARE 0000040416 STATE FAM-001 FAMILY COUNCIL, STATE SHARE 0000011284 STATE FARM-001 FARM INSURANCE, STATE - FARGO SHARE 0000011285 STATE FARM-002 FARM MUTUAL AUTO INSURANCE CO, STATE SHARE 0000015781 STATE FARM-003 FARM BANK, STATE

SHARE 0000027076 STATE FARM-005 FARM INSURANCE, STATE - BISMARCK

If you searched on "Smith" in Name 1 or the Short Name, a list similar to the one above will appear. Find the vendor you are looking for and click on the blue link that corresponds.

The Vendor Inquiry will help you find out the following about your vendor:

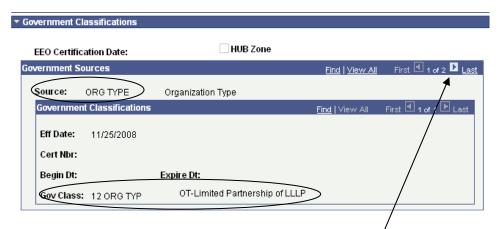
1. Whether there is withholding turned on this vendor or not by looking for a check mark in the withholding box;



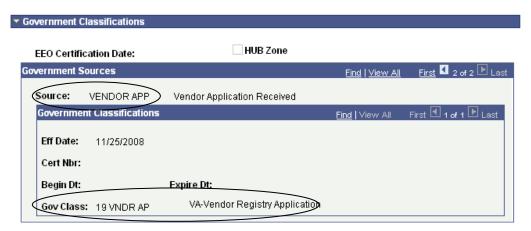
- 2. Whether the "Open For Ordering" box is checked to enable the vendor to be used in a purchase order;
- The organization type of the vendor (if known).
  - a. First, click on the arrow by 'Government Classifications'



b. If you see a 'Source' of "ORG TYPE," look down at the 'Gov Glass' for the type of business this vendor is set up for tax reporting. In this example, the LLC in the business name does not mean it is a corporation, but a Limited Liability Partnership. Expect this vendor to have withholding turned on.

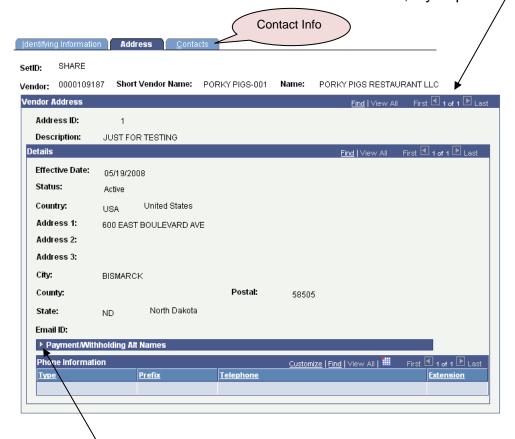


- 4. You can also see whether a W-9 or Vendor Application has already been received.
  - a. If you see there is another page, click on the arrow.
  - b. If you see a 'Source' of "VENDOR APP" or "W-9", that means that Vendor Registry has received some sort of paperwork on this vendor already. In the example below, it states that a Vendor Application was received. Because our applications are also substitute W-9s, agencies would not have to collect a new W-9 before paying this vendor.



5. This vendor inquiry allows users to see which addresses available for use. If there is not one that matches the address on the invoice, send an email to <a href="mailto:spovendor@nd.gov">spovendor@nd.gov</a> to request that a new address be set up, and fax the invoice to them at 328-0108 to support the request. See the example on the next page.

a. If there are multiple addresses, you would see more pages here. You can click 'View All' to look at all of them on one screen, if you prefer.



b. If you click on this arrow, there may be an alternate payment name and/or alternate withholding name for this vendor. In the example below, any 1099-MISC forms will be reported on Porky Pig's name and TIN, not under the restaurant's. Other vendors may have an alternate payment name, for a variety of reasons (the use of acronyms on a check is one).



6. Any contact information available on this vendor can be found on the tab labeled 'Contacts'. See the pink callout on the screen shot at the top of this page.